



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

Policy Location: GSA - 2

Created: 1/16/2024

Title: Building and Furnishings

Revised: (date)

Policy Owner: Administration Shared Ministry Team

Associated Documents: Associated Documents: GSA – 1 Administration Shared Ministry Team Policy; GSA – 12 Alcohol and Drug Use for events and Rentals; GSA – 2A Building Use Fees

Last Reviewed:

First UU Rochester, MN, is a welcoming community and open to all people. As such, all First UU Rochester events and all organizations using or renting our facility will uphold Unitarian Universalist values as outlined in the UUA Bylaws. A Renter is defined as any individual including members of First UU and/or -non- First UU Rochester groups.

Types of Building Use:

1. UU Events

This is any activity solely organized and managed by a First UU Rochester group or team Committee for the direct purpose of supporting our goals and carrying out our vision, such as: worship, celebrations, meetings, discussions, planning, educational, social, or fundraising events.

UU Denominational Events:

Occasionally a UUA or UUA MidAmerica Region association may request use of our facility.

Collaborative Events:

This is typically a single event in which a First UU Rochester team Committee partners with an outside group and actively collaborates in planning, organizing, and advertising.

Social Justice Program Partners' Event:

These are not-for-profit organizations that have been formally designated by the Social Justice Committee as current Social Justice "Partners".

2. Other Rental Events

Personal Events by Members:

Members are considered Renters when they are the host(s) of an event, and no First UU Rochester team or group is involved. These events are a private activity and typically not open to the public, such as the wedding of a member or member's Child, Celebration of Life, Child Dedication, Coming of Age, Bridging Celebration etc. Families supply flowers, guest books, decorations, caterers, etc.

Events by Outside Groups (non-profit organizations, recitals, ceremonies, etc.):

Outside groups may rent the facility as the schedule allows. Building use fees for these events are outlined in the Building Use Fees Policy (GSA -2A).

Political Events:

Political meetings or endorsement activities held at First UU Rochester require the approval of the First UU Rochester Board of Directors.

Alcoholic Beverages:

See The Alcohol & Drug Policy – GSA - 12



Audiovisual and Sound Equipment:

Only First UU Rochester trained & qualified Audiovisual Technicians may operate the First UU Rochester Audiovisual equipment. Renters will pay the AV Technician directly for their services.

Authority:

The requirement for a signed Rental Agreement or alcohol license & insurance certificate will not be waived.

The Operations Director, Minister, or the Board may waive any other requirement or decline to rent to a specific individual or organization.

The Operations Director has responsibility for oversight of all rentals and has fiscal responsibility for rental income, including the fee schedule and deposit requirements.

Procedure

Event Requirements and Exceptions:

The Operations Director manages space reservations and must receive the following:

1. All information required for reserving the space including but not limited to organization name, contact info, requested date(s), time, etc.

Exceptions: None

2. Signed First UU Rochester Rental Agreement, to be received no later than one week prior to the reserved event. The Operations Director or Minister may sign Rental Agreements on behalf of First UU Rochester.

Exceptions: First UU Events.

3. Rental fee and required deposits per current Fee Schedule. (GSA – 2A)